

DEC 1 '71

STATE OF MONTANA
DEPARTMENT OF SECRETARY OF STATE
FILED FOR RECORD

August 20, 1971

AT 9:58 A.M. FILED

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FRANK MURRAY
SECRETARY OF STATE

STATE OF MONTANA

Office of the Governor

EXECUTIVE REORGANIZATION ORDER

4-71

Executive Reorganization Order Implementing the Department of
Administration Pursuant to the Executive Reorganization Act of 1971

Under the Executive Reorganization Act of 1971 (Laws of Montana, 1971, Chapter 272), the Governor is authorized to sign executive orders implementing the various chapters of the Act.

THEREFORE, I, FORREST H. ANDERSON, Governor of the State of Montana, pursuant to the authority invested in me, order that:

1. Chapter 2 (Sections 82A-201 through 82A-213) of the Executive Reorganization Act of 1971, providing for the creation of the Department of Administration, and Section 3 of the Executive Reorganization Act of 1971, providing for the repeal of Sections 59-901 and 59-902, R.C.M. 1947, shall be effective August 20, 1971.

2. From and after August 20, 1971, the Department and its functions shall be organized, supervised, administered, and executed pursuant to the Executive Reorganization Act of 1971, the Constitution, other statutes of the state, and the reorganization plan (dated July 30, 1971) prepared and submitted by the State Controller.

3. This executive order shall not affect the validity of any judicial or administrative proceeding pending or which could have been commenced before the date of the order, and the department or unit which succeeds to the functions of an agency transferred or retained by this order shall be substituted as a party in interest.

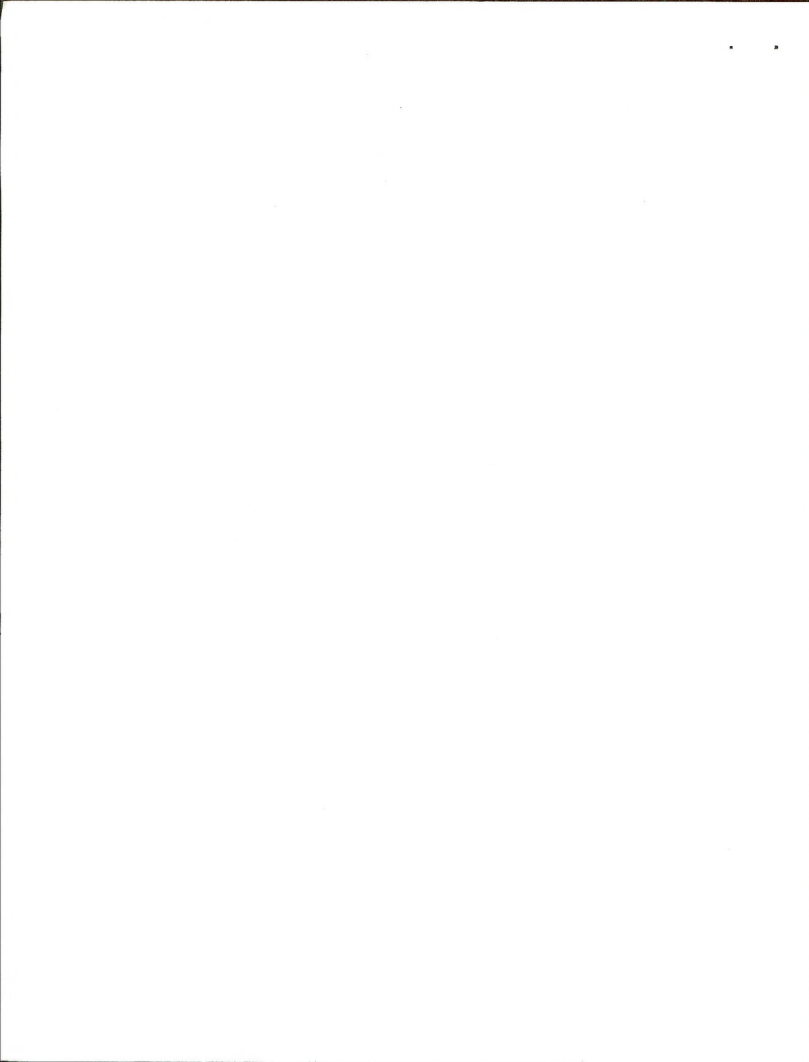
4. The Department's organization charts and descriptions of major programs are appended to this order.

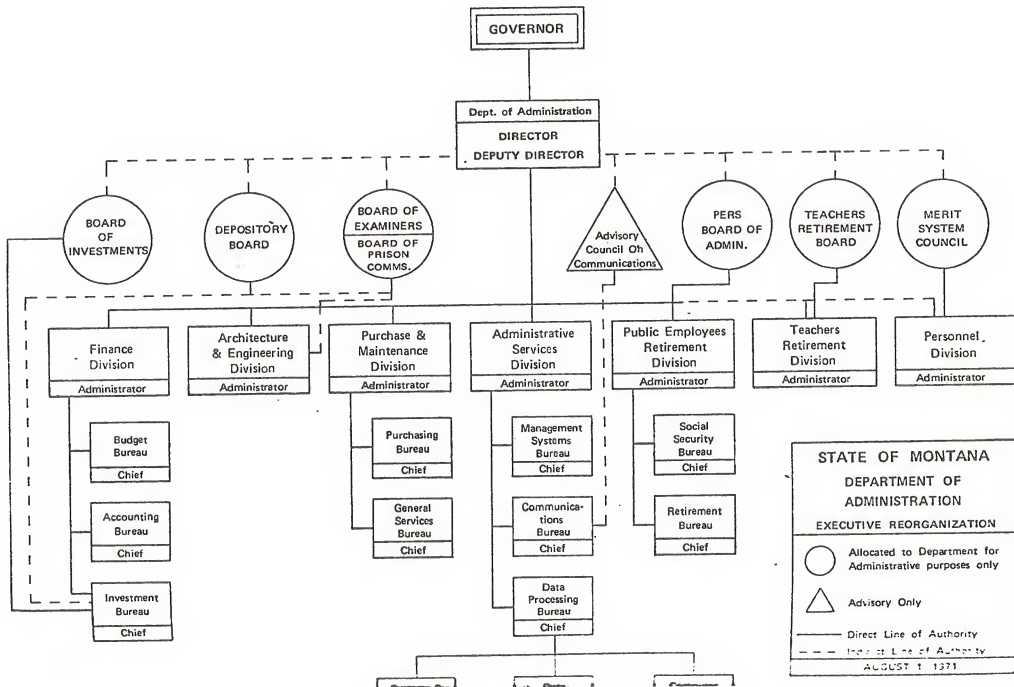
Given under my hand and the GREAT SEAL of the State of Montana this twentieth day of August, in the year of our LORD, One Thousand Nine Hundred and Seventy-one.

FORREST H. ANDERSON, Governor

ATTEST:

Frank Murray
Secretary of State



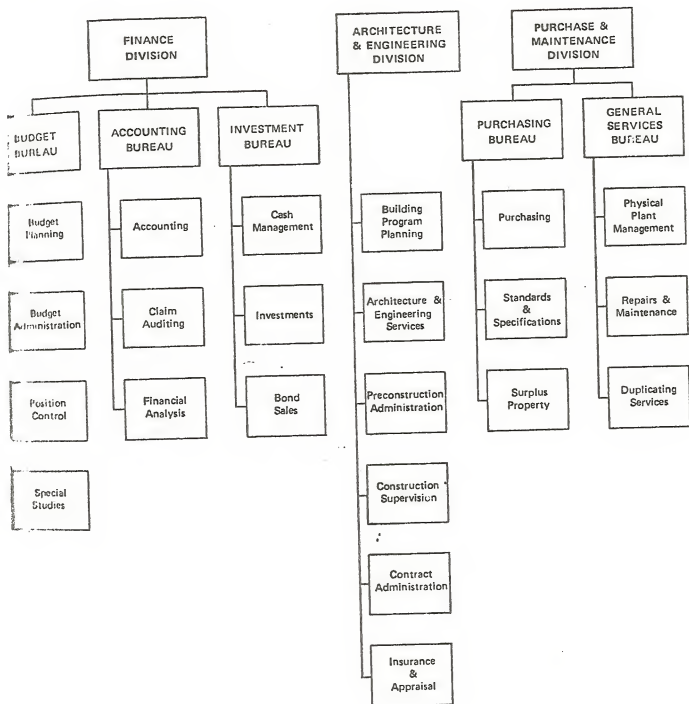


STATE OF MONTANA

DEPARTMENT OF ADMINISTRATION

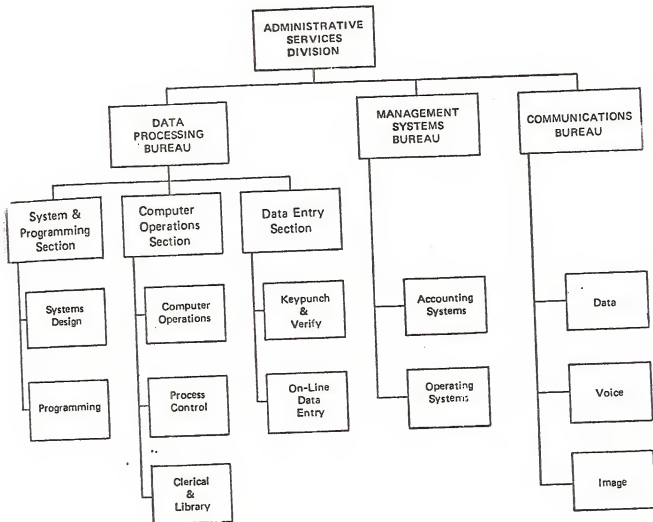
FUNCTIONAL ORGANIZATION CHART

AUGUST 1, 1971



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION

FUNCTIONAL ORGANIZATION CHART
AUGUST 1, 1971

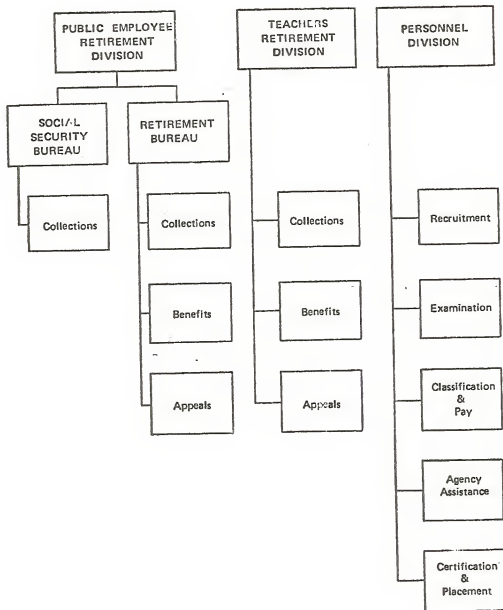


STATE OF MONTANA

DEPARTMENT OF ADMINISTRATION

FUNCTIONAL ORGANIZATION CHART

AUGUST 1, 1971



CENTRAL ADMINISTRATIVE PROGRAM

DESCRIPTION

This program is responsible for the supervision and coordination of the activities of the several divisions of the Department of Administration, and numerous indirectly assigned responsibilities related to the fiscal procedures and policies of the State including the administrative support functions for the consolidation and payment of travel company bills for transportation purchased by the State of Montana Transportation Requests, the payment of District Judges Travel Claims and other related accounting functions.

AUTHORITY

Title 82, Chapter 1, R.C.M. 1947 and Title 82, Chapter 33, R.C.M. 1947.

UNIT RESPONSIBLE

This program will be the responsibility of the Director and Deputy Director of the Department of Administration

BUDGET PROGRAM

DESCRIPTION

The functions of the Budget Program are preparation of the executive budget, submission of the budget to the Legislature, the final administration of the legislatively approved budget, review of agency budget requests, determining the need and feasibility of these requests, balancing agency requests with the revenue estimates. This program is also responsible for the allocation of administrative costs incurred by those state agencies which costs are attributable to the operations of all state agencies and the determination of the amount of reimbursement due to the General Fund for costs of central services.

AUTHORITY

Title 79, Chapter 10 and 24, R.C.M. 1947 and specific provisions written into appropriation bills enacted by the Legislature.

UNIT RESPONSIBLE

The Budget Program will be the responsibility of the Budget Bureau of the Finance Division.

ACCOUNTING PROGRAM

DESCRIPTION

The basic duty of the Accounting Program is to maintain a system of financial control and reporting. The function of the program involves the keeping of accounting records of all financial transactions of the State, a selected pre-audit of liquidated or settled claims against the State and expenditure control in accordance with the appropriations enacted by the

Legislative Assembly.

AUTHORITY

Title 79, Chapters 2, 4 and 6; Title 82, Chapter 1, R.C.M. 1947.

UNIT RESPONSIBLE

The Accounting Program will be the responsibility of the Accounting Bureau of the Finance Division.

INVESTMENT PROGRAM

DESCRIPTION

The Investment Program will provide for investing, for all departments of State Government, all funds subject to investment in accordance with the provisions of the Unified Investment Plan. The program will be responsible for investment related functions as follows: Developing and implementing a comprehensive cash flow management procedure to insure better use of idle cash funds; the management and accounting for the portfolios maintained for each agency; the administrative functions of the State Depository Board. All investment functions will be carried out under policies established by the Board of Investments created in Section 82A-204, R.C.M. 1947. The statutory duties pertaining to municipal bonds and county bonds will be administered under this program.

AUTHORITY

Section 82A-204, R.C.M. 1947; Title 11, Chapter 23; Title 16, Chapter 20; Title 31, Chapter 2; Title 59, Chapter 11; Title 75, Chapter 62; Title 79, Chapters 3, 11 and 12; Title 81, Chapter 10 and 24; Title 92, Chapters 11 and 13; Title 68, Chapter 1 through 14; Title 93, Chapter 11, R.C.M. 1947.

UNIT RESPONSIBLE

The Investment Program will be the responsibility of the Investment Bureau of the Finance Division.

ARCHITECTURE AND ENGINEERING PROGRAM

DESCRIPTION

The basic function of this program is to supervise and coordinate the planning and construction of all state buildings, including the renovation of existing buildings. The three steps in the construction or renovation of a state building are budgeting and planning, authorization, and construction administration and supervision. Authorization for building construction is a legislative function; however, the Division of Architecture and Engineering presents the building program to the Legislature and administers the Long Range Building Program according to legislative direction. With the concurrence of the State Board of Examiners, the division administers the letting of contracts and other functions involved in the supervision of construction. The Division will be responsible for the Fire and Casualty Insurance function

formerly carried out by the State Board of Examiners. This function is charged with establishing values, negotiating insurance coverage, payment of premium, adjustment of losses and reimbursement or repair of facilities of agencies which have suffered insurable losses.*

AUTHORITY

Title 82, Chapter 33, R.C.M. 1947; Chapter 86, Laws of Montana 1971.

UNIT RESPONSIBLE

The Architecture and Engineering Program will be the responsibility of the Architecture and Engineering Division.

PURCHASING PROGRAM

DESCRIPTION

The Purchasing Program is charged with the responsibility to contract for and purchase and/or sell all supplies or materials for all state agencies. The acquisition of supplies involves processing requisitions, collecting bids and awarding bids within statutory regulations.

AUTHORITY

Title 82, Chapter 19, R.C.M. 1947.

UNIT RESPONSIBLE

The Purchasing Program will be the responsibility of the Purchasing Bureau of the Purchasing and Maintenance Division.

GENERAL SERVICES PROGRAM

DESCRIPTION

The General Services Program is responsible for the custodial care of buildings and grounds in the Capitol Complex, supervision of the statewide telephone network services and mailing facilities in the Capitol area; allocation of office space in Helena and the establishment and maintenance of a records management program; and the operation of the Central Duplicating Services.

AUTHORITY

Title 82, Chapter 33, R.C.M. 1947.

UNIT RESPONSIBLE

The General Services Program will be the responsibility of the General Services Bureau of the Purchasing and Maintenance Division.

* Until activation date of the department of Law Enforcement and Public Safety the Architecture and Engineering Program will remain responsible for the functions of the State Building Code Council pursuant to Title 69,

MANAGEMENT SYSTEMS PROGRAM

DESCRIPTION

The Management Systems Program is responsible for assisting in the development of Statewide management techniques designed to respond to management needs both today and in the future. The basic function is the development and implementation of uniform management systems, through utilization of improved fiscal procedures.

AUTHORITY

Title 82, Chapter 33, R.C.M. 1947.

UNIT RESPONSIBLE

This program will be the responsibility of the Management Systems Bureau of the Administrative Services Division.

COMMUNICATIONS PROGRAM

DESCRIPTION

The Communications Program is responsible for providing communication services to all agencies of state government. The function includes prescribing adequate rules and regulations for the use of any communications equipment and facilities now in use or hereafter made available and general supervision of such equipment.

AUTHORITY

Chapter 230, Laws of Montana 1971.

UNIT RESPONSIBLE

This program will be the responsibility of the Communications Bureau of the Administrative Services Division.

DATA PROCESSING PROGRAM

DESCRIPTION

The Data Processing Program is responsible for the maintenance and operation of the Central Data Processing Center. The basic function of this program is to provide the necessary data processing services for various State agencies.

AUTHORITY

Title 82, Chapter 33, R.C.M. 1947.

UNIT RESPONSIBLE

This program will be the responsibility of the Data Processing Bureau of the Administrative Services Division.

RETIREMENT PROGRAM

DESCRIPTION

Under policies established by the Board of Administration, the Retirement Program is responsible for the administration of five retirement systems: Public Employees' Retirement System, Game Wardens' Retirement System, Judges' Retirement System, Volunteer Firemen's Pension Plan and Montana Highway Patrolmen's Retirement System. The basic functions of the program are: the collection and accounting for the employee and employer contributions as set forth by statute, the gathering and maintenance of individual membership information, the payment of benefits authorized by the Board of Administration, the refund of contributions to terminating employees withdrawing from the system, and the maintenance of information necessary for the actuarial evaluation of the operation of the system. (Under the provisions of Section 82A-108 of Chapter 272, the Executive Reorganization Act of 1971, most of the above functions would be performed for the administratively transferred agency by the principal department. In the interest of efficiency and effectiveness of operation, the functions will be delegated back to the administratively transferred agency (Board of Administration) by the principal department (Department of Administration). A complete analysis of the clerical functions of the two retirement divisions (Public Employees' and Teachers') will be made to determine the feasibility of combining similar functions.)

AUTHORITY

Title 68, Chapters 1 through 14; Title 93, Chapter 11; Title 11, Chapter 20; Title 31, Chapter 2, R.C.M. 1947.

UNIT RESPONSIBLE

The Retirement Program will be the responsibility of the Retirement Bureau of the Public Employees' Retirement Division.

SOCIAL SECURITY PROGRAM

DESCRIPTION

The Social Security Program is charged with administration of the terms of the Federal-State Agreement of December 7, 1953, relating to Social Security coverage of public employees in Montana, which requires receipt of wage reports and payment of contributions to the Social Security Administration, and to further comply with the Federal-State Agreement concerning modifications of partial terminations of the agreement and conduct and certification of referendums. (Under the provisions of Section 82A-108 of Chapter 272, the Executive Reorganization Act of 1971, most of the above functions would be performed for the administratively transferred agency by the principal department. In the interest of efficiency and effectiveness of operation, the functions will be delegated back to the administratively transferred agency (Board of Administration - Public Employees' Retirement Division) by the principal department (Department of Administration).)

AUTHORITY

Title 59, Chapter 11, R.C.M. 1947.

UNIT RESPONSIBLE

This program will be the responsibility of the Social Security Bureau of the Public Employees' Retirement Division.

TEACHERS' RETIREMENT PROGRAM

DESCRIPTION

Under policies established by the Teachers' Retirement Board, the Teachers' Retirement Program is responsible for the administration of the Teachers' Retirement System. The basic functions of the program are: The collection and accounting of the employee and employer contributions as set forth by statute; the gathering and maintenance of individual membership information; the payment of benefits authorized by the Teachers' Retirement Board; the refund of contributions to terminating employees withdrawing from the system; and the maintenance of information necessary for the actuarial evaluation of the operation of the system. (Under the provisions of Section 82A-108 of Chapter 272, the Executive Reorganization Act of 1971, most of the above functions would be performed by the administratively transferred agency by the principal department. In the interest of efficiency and effectiveness of operation, the functions will be delegated back to the administratively transferred agency (Teachers' Retirement System) by the principal department (Department of Administration). A complete analysis of the clerical functions of the two retirement divisions (Public Employees and Teachers) will be made to determine the feasibility of combining similar functions.)

AUTHORITY

Title 75, Chapter 27, R.C.M. 1947.

DIVISION RESPONSIBLE

The program will be the responsibility of the Teachers' Retirement Division.

MERIT SYSTEM PROGRAM

DESCRIPTION

In 1939, the Federal Social Security Act was amended to require State agencies receiving certain Federal Funds to operate a personnel program in conformity with Federal standards. The Merit System Program has the responsibility of recruiting and examining applicants for employment, maintaining information concerning the availability of persons who have qualified for employment, certify lists of eligible applicants, giving assistance on personnel practices and techniques, and hearing appeals. (Under the provisions of Section 82A-108 of Chapter 272, the Executive Reorganization Act of 1971, most of the above functions would be performed for the administratively transferred agency by the principal department. In the interest of efficiency and effectiveness of operation, the functions will be delegated back to the

administratively transferred agency (Merit System Council - Personnel Division) by the principal department (Department of Administration).

AUTHORITY

There is no specific legislation creating the Merit System; however, legislation concerning the Merit System is found in the following Sections of the Revised Codes of Montana: 59-902; 69-4109; 71-203; 71-217; 87-123.

DIVISION RESPONSIBLE

This program will be the responsibility of the Personnel Division.

BOARD OF EXAMINERS PROGRAM

DESCRIPTION

The Board of Examiners Program is responsible for the functions relating to examining claims against the state, except salaries or compensation of officers fixed by law, as prescribed in Article VII, Section 20 of the Montana Constitution and the function relating to planning, financing, administration, and construction of state buildings.

AUTHORITY

Article VII, Section 20 of the Montana Constitution; Title 78, Chapters 7 and 12; Title 79, Chapter 22; and Sections 82 1131, and 82-3319, R.C.M. 1947.

UNIT RESPONSIBLE

This program will be the responsibility of the Board of Examiners.

Montana State Library



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